

# IMAC IT Subcommittee

## MEETING MINUTES - Thursday, November 11, 2004

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**Attended by:** Debbie Bigler, Jim Jones, Jacaie Coutant, Theresa Fosbinder, Luan Page, Laurie Teubert, Tony Sis, Pat McDonnell, Liz Green, John Wilberding, Manny Raynal, Diane Peterson, Jeanne Brandel, Evie Ryan-Tondryk, Bob Martin, Jill Jokela, Divya Nidhi

### **CARES Worker Web Training Plan**

Theresa Fosbinder, IM Training Manager, provided the group with a handout of the proposed training plan for the CARES Worker Web implementation in 2005. Please see the [attached](#) handout, which was developed by both IM and W-2/Child Care state staff with input from the IMAC Training and Technical Assistance Subcommittee) for more information.

Topics that were discussed that are not included on the handout:

- Using the Training Assessment to determine whether CARES access will be provided to this eligibility worker (W-2 or IM) or clerical staff person (W-2 or IM). (Note: It was later affirmed at the C&I Meeting that the assessment would also apply to eligibility workers and clerical staff who work with the W-2 and Child Care programs.)
- Training Non-Core Users will occur after the training has been completed of all Core Users, those who update CARES Client Registration and Application Entry data.
- Training IM administration – If these individuals update CARES Client Registration or Application Entry data, then they will be included in the training described in the handout. A plan for those IM administrators who do not update CARES is being developed.
- Lynda Fischer, DWD, is determining the impact of the CWW on New Worker training modules.

### **Review CARES Changes**

Evie Ryan-Tondryk, IM Systems Development and Analysis Section Chief, reviewed the [attached](#) handout of CARES changes that have occurred in October, November and December 2004 with the group. She focused on the Social Security benefits automatic update of CARES, including additional enhancements to CARES to resolve several problems encountered during the original production run of the update. She also described changes that have and will be made to the Employer Verification process in CARES.

### **Electronic Case File**

Bob Martin, IM Information Technology Manager, described progress that has been made with the Electronic Case File in the three pilot counties of Dane, LaCrosse and Price. Bob indicated that talks about beginning the ECF pilot in Milwaukee will begin in December or January. W-2 agencies will be invited to these meetings. Tony Sis from Dane County shared the experience that Dane County has had and the adjustments to the process that have been made as they've implemented.

Manny Rayal and John Wilberding of the Maximus W-2 Agency also raised the question of coordination of case files between private W-2 agencies and the county IM agency. This will be worked out as we implement the pilot project in Milwaukee.

Next Meeting: December 9, 2004 9:00 a.m. to 11:30 a.m  
Location: CARES Building, 433 West Washington Ave